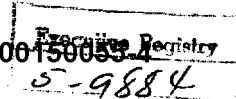


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SEP 8 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Request for Additional Position, Technical Services Staff

REFERENCE : Memo from Chief, Management Staff to DD/A, dated 26 August 1954; subj: Request for Five Positions, Technical Services Staff

25X1 1. The subject request provides an additional GS-11 Document Analyst position for the [] Technical Services Staff (Tab A).

2. While this position is justified in terms of responsibilities and workload, as was pointed out in paragraph three of the referenced memorandum the employment of reimbursable military personnel is not advantageous to the Agency financially or careerwise. It is understood that the Technical Services Staff contemplates requesting military slots until the total authorization of [] or seven in addition to this request, is filled.

25X9A2

3. The Assistant Director for Personnel has approved the proposed classification (Tab B).

4. The Chief, Budget Division has ascertained that sufficient funds are available to support this request (Tab C).

5. It is recommended that the subject request be approved.

25X1

[]
Chief, Management Staff

Attachments:

- Tab A - Additional D.A. position.
- Tab B - Approval of AD/P.
- Tab C - Budget to provide funds.

766
9-13-54

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APPROVED:

Date

10 Sept 54



FOIAB3B

L. K. WHITE
Deputy Director
(Administration)

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01201-1762
MS-226
Cyl

11 August 1954

MEMORANDUM FOR: Chief, Management Staff, DD/A

SUBJECT : Establishment of Additional Position in
Technical Services Staff

25X1 1. It is requested that one GS-11, Document Analyst position, be established for the [] of the Technical Services Staff.

2. Attached is a position description outlining the responsibilities of this position.

3. This position is being established for a military individual who is within the military authorization of the Technical Services Staff and does not increase the civilian ceiling.



25X1A9A

Chief of Administration, DD/P

AUG 13 1954

25X1X2

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MS-227
Sup. 104

25 AUG 1954

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Establishment of Additional Position in
Technical Services Staff

REFERENCE : Memorandum from Chief, Administration,
DD/P, dated 11 August 1954, same subject,
MS-227.

Based on the duties proposed, the Office of Personnel
concurs in the classification of Document Analyst, GS-0136.62-11
for the additional position in the of the
Technical Services Staff.

25X1

25X1A9A

Assistant Director for Personnel

Attachment:

Memorandum As Referenced

AUG 25 1954

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25X1

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